



UNITED STATES OF AMERICA  
FEDERAL TRADE COMMISSION  
WASHINGTON, D.C. 20580

Emma Best  
MuckRockNews  
Dept MR 73615, 411A Highland Avenue  
Somerville, MA 02144

JUN 04 2019

Re: FOIA-2019-00888  
FOIA Office records

Dear Ms. Best:

This is in response to your request dated May 21, 2019 under the Freedom of Information Act seeking access to:

- “Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:
  1. The instruction to do so from the Agency, as well as any guidance from the senior leadership;
  2. Documents discussing proposals and procedures;
  3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office;
  4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its [sic] creation
- A copy of the agency's first perfected (successful) FOIA request
- Copies of other FOIA requests filed before the FOIA request described above
- Processing notes, search slips and response documents regarding the FOIA requests described above
- The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests
- A copy of the agency's first successful FOIA appeal
- Copies of other FOIA appeals received by the agency before the appeal described above
- Processing notes, search slips and response documents regarding the FOIA appeals described above
- The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals[.]”

In accordance with the FOIA and agency policy, we have searched our records on June 3, 2019. Our search of the FTC's records did not identify any record that would respond to your request. If you believe that you have additional information that may help locate responsive records, please submit a new FOIA request with further details.

Your request did not indicate an agreement to pay any fees associated with the processing of your request. However, the Commission's fee regulations specify that fees less than \$25 will be waived. See 16 C.F.R. § 4.8(b)(4). Because the fees associated with the processing of your request did not exceed \$25, we have processed your request free of charge. In the future, please provide a fee agreement to facilitate the processing of your request.

If you are not satisfied with this response to your request, you may appeal by writing to Freedom of Information Act Appeal, Office of the General Counsel, Federal Trade Commission, 600 Pennsylvania Avenue, N.W., Washington, D.C. 20580, or via email at [FOIAAppeal@ftc.gov](mailto:FOIAAppeal@ftc.gov), within 90 days of the date of this letter. Please enclose a copy of your original request and a copy of this response.

You also may seek dispute resolution services from the FTC FOIA Public Liaison Richard Gold via telephone at 202-326-3355 or via e-mail at [rgold@ftc.gov](mailto:rgold@ftc.gov); or from the Office of Government Information Services via email at [ogis@nara.gov](mailto:ogis@nara.gov), via fax at 202-741-5769, or via mail at Office of Government Information Services (OGIS), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740.

If you have any questions about the way we have handled your request or about the FOIA regulations or procedures, please contact Kamay Lafalaise at 202-326-3780.

Sincerely,



Dione J. Stearns  
Assistant General Counsel